

SAMPLE POLICY

Smoke Free Premises

(ABC Company) is dedicated to providing a healthful, comfortable, and productive work environment for all its employees.

As reported by the Environmental Protection Agency (EPA) in 1993, Environmental Tobacco Smoke (ETS) is responsible for 53,000 deaths per year in nonsmokers. In addition, the U.S. Surgeon General's 1986 report, The Health Consequences of Involuntary Smoking, concluded the following: Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers.

In light of these findings, (ABC Company) shall become entirely smoke free, effective (date). This policy is designed in compliance with Chapter 23-20.10 of the Rhode Island General Laws entitled, "Public Health and Workplace Safety Act" which will go into effect March 1, 2005.

Smoking will be strictly prohibited within business owned or leased vehicles, in buildings and grounds. This applies to offices, hallways, waiting rooms, lunchrooms, elevators, meeting rooms, community rooms, and all grounds and property of (ABC Company). This applies to all employees, clients, contractors and visitors. The policy is in effect during and after working hours.

Copies of this policy will be distributed to all employees. Employees who smoke and would like to quit are invited to participate in tobacco treatment programs offered by the (ABC Company).

The success of this policy depends upon the thoughtfulness and cooperation of everyone. All employees share the responsibility of following and enforcing the policy. Any problems should be referred to appropriate supervisor. Employees who do not comply with this policy will be subject to the same disciplinary action accorded violations of other business policies. Contact (name) if you have questions at (number).

Chief Executive Officer, (date)

Source: Worksite Tobacco Policy Manual. Project Assist Website.